



Bi-Weekly Bulletin  
August 2, 2017

New Information:

- IMPORTANT: Updated Finance Forms Now Required
- QCM Schedule for GY04
- Modifications for GY04 Work Plans - Starting September 1, 2017
- GY04 GEAR UP Survey Schedule
- GEAR UP Staff Transitions
- Coding Camp A Huge Success

Reminders:

- Tell us how Summer Camps are going! - August 31, 2017

IMPORTANT: Updated Finance Forms Now Required

In an effort to remain federally compliant, a few changes have been made to the Time and Effort form specific to the signature portion. The updated form can be accessed using the button below.

Please note in the signature lines that best practice is to have the individual sign the form. However, in the event that this cannot happen (i.e. individual no longer employed, employee left available for signature, etc.), the Finance Officer or supervisor's signature is allowable as long as he or she has first-hand knowledge of the effort - noted on the form. If the finance officer or supervisor is signing for someone else we will need to have, in writing or an email, why the individual was unable to sign. When the approver signs for the individual (e.g. Mary Smith signing for Jane Doe) they will need to sign on the line provided for the individual and the line provided for the approver (e.g., Mary Smith), with their job title beside their signature.

In addition, the CFR (Code of Federal Regulations) requires a specific statement be included in all (reimbursement) requests. The statement has been updated on all reimbursement and match cover sheets and will be provided on each county's finance Basecamp page. Please make sure going forward that all reimbursement packets include the updated version stating the following:

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise, (U.S. code Title 18, Section 1001 and Title 31, sections 3729-3730 and 3801-3812).

Implementation of the three new forms (T&E, reimbursement cover sheet, match cover sheet) begins with all July packets.

If you have any questions, please don't hesitate to contact Corinne Smith (smithmc3@appstate.edu).

Updated T&E Form

QCM Schedule for GY04

The QCM schedule is published on the shared Google calendar called "GEAR UP Project-Wide Events" and is the best place to reference the schedule at any time (in case there are updates). For quick reference, the dates are also listed below and available in PDF format using the link provided.

October 5-6, 2017 - Appalachian State University

December 7-8, 2017 - UNC Asheville

March 1-2, 2018 - Appalachian State University

May 3-4, 2018 - Wilkes Community College

QCM Calendar

Modifications for GY04 Work Plans

Starting on September 1, ASU GEAR UP will begin accepting modifications to approved GY04 work plans. Any modifications requested for GY04 work plans should be submitted directly to your ASU Coordinator for processing. In the event that you receive an out-of-office email response from your assigned ASU Coordinator, and you are in need of a quick response to your modification request, please submit to Shear Williams (williams@asupartners.edu). Otherwise, all requests should start with the ASU Coordinator. In addition, here are a few other reminders regarding work plan modification requests:

- Please submit modifications as far in advance of the purchase/invest as possible to ensure approvals are provided in a timely manner.
- Some modifications require further questions, details, or justification before they can be approved which can sometimes lengthen the process.
- We strongly encourage modifications to any generic descriptions in the approved work plans before purchases are made in order to ensure they are allowable prior to spending funds.
- Modifications submitted after-the-fact cannot be accepted. According to the sub-contract with all school districts, programmatic services must be pre-approved.

GY04 GEAR UP Survey Schedule

Please see the list below for all scheduled surveys in GY04. All dates will be added to the GEAR UP Project-Wide Events Google calendar as well and can be referenced there for any updates throughout the year. Further information regarding the administration of each survey will be provided closer to the launch date for each survey. Any additional questions can be directed to Todd Holt (holt@asupartners.edu).

Parent Survey

- Available August 10, 2017
- Due November 3, 2017

Student Survey

(A student survey will be administered to all GU students)

- Available October 1, 2017
- Due November 1, 2017

College Going Culture Rubric

- Available December 8, 2017 (during QCM)
- Due January 26, 2018

Teacher Survey

- Available April 2, 2018
- Due April 30, 2018

GEAR UP Staff Transitions

As is the nature of most education institutions, the same is true of education grants. This summer, several counties are saying "good-bye" to a few staff members and "welcome" to a few new ones. While we are always sad to see staff members go, we look forward to welcoming the new individuals to our GEAR UP team. Below is a list of the staff transitions that are currently in process, and we hope you will help in celebrating and supporting these individuals as they dive into the world of GEAR UP. Please reach out to our new team members with a warm GEAR UP welcome, and don't forget to say good-bye to those who are moving on to other opportunities.

**Burke County:** Brandy Mills will be leaving by the start of the school year. Replacement is not yet selected.

**Alleghany County:** Drew Edwards' last day was July 14, 2017. Replacement is not yet selected.

**Yancey County:** Kristen Robinson's last day was in June. Eric Klein will serve in Coordinator role.

**Graham County:** Elie King's last day was in June. Teresa Graham started July 1, 2017. Please welcome her at tereag@graham.k12.nc.us.

Coding Camp A Huge Success

This summer, a team of three college student coding instructors took the show on the road and brought Mod Design Camps to you! Five entire weeks of coding, five school districts served, and a new group (we hope) of future computer programmers have emerged. Check out this article about the session in Madison County where rising 10th grader, Lauren Gardner, convinced her parents it was worth the drive to drop her off and pick her up from school each day for a week of coding camp.

Coding Camp Article

Tell Us How Summer Camps Are Going!

The summer is an exciting and busy time for GEAR UP...and we can't wait to hear about all of the impactful experiences your students have encountered this summer. To help us better capture what this experience is like in the life of a GEAR UP student, we would love if everyone could share any great photos, videos, student quotes, teacher testimonials, or stories about their GEAR UP summer camps. Please send all items to Elyssae (elyssae@asupartners.edu) by August 31, 2017.

Have Suggestions?

We love to hear your ideas! Do you have suggestions that will help us improve? At any time, please provide your feedback by clicking the suggestion box. Thanks for taking the time to help us continuously grow and improve.

Suggestion Box

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